

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):
American Society for the Prevention of Cruelty to Animals

Travel Dates:
05/19/2023 to 05/19/2023

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
\$100.00	\$0.00	\$30.00	\$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved Itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

6/14/23
Date

Beatrice Amoateng
Printed Name of Traveler


Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/14/23
Date


Signature of Supervising Senator/Officer

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved.

Name of Traveler:

Beatrice Amoateng

Employing Office/Committee:

CARDIN, BENJAMIN L.

Private Sponsor(s):

American Society for the Prevention of Cruelty to Animals

Destination(s):

Holterholm Farms in Jefferson, Maryland Open Book Farm in Middletown, Maryland, and Georges Mill Farm in Lovettsville, Virginia

Travel Dates:

05/19/2023 to 05/19/2023

NOTE: If you plan to extend the trip for any reason you **must** notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

This trip will allow us to take a deeper look at how policies and programs shape our farm and food system.

Do you have an accompanying family member or spouse on this trip?

No

Name and Relationship to Traveler:

N/A

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

4/19/2023

Date


Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain)

U.S. Senator Ben Cardin

(Print Senator's/Officer's Name)

hereby authorize

Beatrice Amoateng

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.



(signify "yes" by checking box)

Date


Signature of Supervising Senator/Officer

Amoateng, Beatrice (Cardin)

From: Jacque West <jacqueline.west@aspca.org>
Sent: Wednesday, April 19, 2023 10:32 AM
To: Amoateng, Beatrice (Cardin)
Subject: DEADLINE TODAY! You are Invited to Join the ASPCA for a tour to meet local farmers and farm leaders from across the country

Hi, Beatrice.

You recently received an email from the Senate Ethics Travel Portal (subject line: Ethics Private Sponsor Travel Portal: American Society for the Prevention of Cruelty to Animals), inviting you to join us on **May 19, 2023**, as we visit three farms about an hour's drive from Washington D.C. that produce fruits, vegetables, dairy, and meat, using regenerative and pasture-based practices.

The tour will depart Capitol Hill at 9:15 AM and return by 4:30 PM with transportation and refreshments provided.

PLEASE RSVP to the ASPCA [HERE](#)

This is an important year to take a deeper look at the policies and programs that shape our farm and food system. At the ASPCA, that begins with talking to farmers and ranchers about how we can support farms using more sustainable and higher-welfare practices. We want to share that experience with you, so we have organized a tour of Holterholm Farms and Open Book Farm in Maryland, and Georges Mill Farm in Virginia.

We will be joined along the way by local and national experts on farming and farm policy to help connect the dots between on-the-ground practices and federal programs that support farmers.

This event is designed to comply with Senate Ethics Committee (ethics.senate.gov) rules.

- Individuals must seek Senate Ethics Committee approval to attend the tour. For more information regarding requirements and forms please visit: <https://www.ethics.senate.gov/public/index.cfm/travel>
- **YOU MUST REQUEST APPROVAL THROUGH THE SENATE ETHICS COMMITTEE PRIVATELY SPONSORED TRAVEL (PST) PORTAL APP TODAY.**

Please let us know if you are unable to attend or if another staff person from your office should be invited by emailing jacqueline.west@aspca.org.

ABOUT THE ASPCA

Founded in 1866, the ASPCA® (The American Society for the Prevention of Cruelty to Animals®) was the first animal welfare organization to be established in North America and today serves as the nation's leading voice for animals. As a 501(c)(3) not-for-profit corporation with more than two million supporters nationwide, the ASPCA is committed to preventing cruelty to dogs, cats, equines, and farm animals throughout the United States.

ABOUT THE FARMS

Georges Mill Farm: An eighth generation family farm in Loudoun County, Virginia, producing farmstead cheeses, caramel, gelato, soaps, and pork with a focus on pasture and browse.

Open Book Farm: A first generation family farm in Middletown, Maryland raising pasture-raised pork, chicken, turkey, and eggs, certified organic vegetables, and 100% grass-fed beef.

Holterholm Farms: A fifth generation certified-organic, pasture-based seasonal dairy in Jefferson, MD producing milk and eggs.



American Society for the Prevention of Cruelty to Animals: ASPCA Farm Tour 2023



Beatrice Amoateng

Title:

Legislative Correspondent

Employing Office/Committee:

CARDIN, BENJAMIN L.

Duty Station:

WASHINGTON,DC

Destination(s):

Holterholm Farms in Jefferson, Maryland
Open Book Farm in Middletown, Maryland, and
Georges Mill Farm in Lovettsville, Virginia

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will allow us to take a deeper look at how policies and programs shape our farm and food system.

Name of accompanying family member (if any):

Not Entered

Name and Relationship to Traveler:

None

Organization Information

Organization Name

American Society for the Prevention of Cruelty to Animals

§501(c)(3) Organization Type

Public Charity

Address 2 (Optional)

Public Charity

Phone Number

2022365922

Is your organization classified as a §501(c)(3)?

Yes



No

Address

600 Pennsylvania Avenue, SE

City, State Zip

Washington, District Of Columbia 20003 United States

Organization URL

History of Congressional Travel

None

Educational Activities

The American Society for the Prevention of Cruelty to Animals® (ASPCA®) was the first humane society to be established in North America and is, today, one of the largest in the world. Our organization was founded on the belief that animals are entitled to kind and respectful treatment at the hands of humans and must be protected under the law. Headquartered in New York City, the ASPCA maintains a strong local presence, and with programs that extend our anti-cruelty mission across the country, we are recognized as a national animal welfare organization. We are a privately funded 501(c)(3) not-for-profit corporation, and are proud to boast more than 2 million supporters across the country. The ASPCA's mission, as stated by founder Henry Bergh in 1866, is "to provide effective means for the prevention of cruelty to animals throughout the United States."

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist but retain or employ one or more federally registered lobbyists.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

- ☒ I certify that the sponsor is not a foreign government.
- ☒ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ☒ I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

The purpose of this trip is to show Senate staff what higher-welfare farming systems look like, how they differ from the conventional model that dominates our food system, and what can be done to support their growth and success into the future. Accordingly, the ASPCA has identified the three farms featured on this trip and organized all of the logistics required to facilitate the travel to and from the farms.

Explain how the purpose of the trip relates to your organization's mission.

The ASPCA is dedicated to preventing cruelty to dogs, cats, equines and farm animals throughout the United States. As part of that mission, the ASPCA works to improve the lives of farm animals by supporting the transition to a more humane food system. The majority of animals raised for food in the U.S. are currently raised on conventional "factory farms," where they are denied the space or enrichments to carry out even their most basic natural behaviors. The ASPCA calls for a move away from these inhumane systems and toward higher-welfare and pasture-based farming.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

Grantmaking Organizations (Optional)

There are no grantmaking organizations.

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

Complete if any of the sponsors is not a §501(c)(3) organizations.

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

- | Date | Breakfast | Lunch | Dinner | Incidentals | Total | City | State | Country | Cost Exceeds Per Diem |
|------|-----------|-------|--------|-------------|-------|------|-------|---------|-----------------------|
|------|-----------|-------|--------|-------------|-------|------|-------|---------|-----------------------|

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
05/19/2023	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00	Middletown	Maryland	United States	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: \$0.00)

Expense Type	Amount	Notes
There are no miscellaneous expenses.		

Additional Attachments All additional attachments are below.

Document Name
ASPCA Senate PSTCF Form 2023
ASPCA Farm Tour Senate Invitation

Senate Invitation List

Kasandra Navarro

Legislative Aide

Senator Blumenthal

Reason for Invitation: Handles animal issues for the Senator

Laura Szymanski

Legislative Aide

Senator Blumenthal

Reason for Invitation: Handles agriculture issues for the Senator

Anna Whitney

Legislative Aide

Senator Booker

Reason for Invitation: Handles animal and agriculture issues for the Senator

Angela Franklin

Brookings Institution Legis Congressional Fellow

Senator Booker

Reason for Invitation: Handles animal and agriculture issues for the Senator

Cierra Stewart

Legislative Correspondent

Senator Brown

Reason for Invitation: Handles animal issues for the Senator

Wes King

Legislative Assistant

Senator Brown

Reason for Invitation: Handles agriculture issues for the Senator

Hannah Albert

Legislative Aide

Senator Cantwell

Reason for Invitation: Handles animal issues for the Senator

Megan Thompson

Legislative Assistant

Senator Cantwell

Reason for Invitation: Handles agriculture issues for the Senator

Madison Hite

Legislative Aide

Senator Capito

Reason for Invitation: Handles animal issues for the Senator

James Longley

Legislative Assistant

Senator Capito

Reason for Invitation: Handles agriculture issues for the Senator

Shannon Frede

Environmental Policy Counsel

Senator Cardin

Reason for Invitation: Handles animal issues for the Senator

Beatrice Amoateng
Legislative Correspondent
Senator Cardin
Reason for Invitation: Handles agriculture issues for the Senator

Olivia Kirchberg
Legislative Assistant
Senator Carper
Reason for Invitation: Handles animal issues for the Senator

Reecha Patel
Legislative Correspondent
Senator Casey
Reason for Invitation: Handles agriculture issues for the Senator

Joy Pickens
Policy Adviser
Senator Casey
Reason for Invitation: Handles animal issues for the Senator

Molly Ryan
Legislative Assistant
Senator Collins
Reason for Invitation: Handles animal issues for the Senator

Chris Avila
Legislative Aide
Senator Coons
Reason for Invitation: Handles agriculture issues for the Senator

Kyle Chapman
Senior Policy Adviser
Senator Cortez Masto
Reason for Invitation: Handles animal issues for the Senator

Sean Lokken
Legislative Assistant
Senator Cortez Masto
Reason for Invitation: Handles agriculture issues for the Senator

Connor Higgins
Legislative Correspondent
Senator Cortez Masto
Reason for Invitation: Handles agriculture issues for the Senator

Will Klink
Legislative Correspondent
Senator Feinstein
Reason for Invitation: Handles agriculture issues for the Senator

Chloe Koseff
Legislative Assistant
Senator Feinstein
Reason for Invitation: Handles agriculture issues for the Senator

Sean Mullin
Legislative Assistant
Senator Feinstein
Reason for Invitation: Handles animal issues for the Senator

Aria Austin
Legislative Aide
Senator Fetterman
Reason for Invitation: Handles animal issues for the Senator

Kurtis Miller
Legislative Aide
Senator Fetterman
Reason for Invitation: Handles agriculture issues for the Senator

Claire Descamps
Legislative Assistant
Senator Gillibrand
Reason for Invitation: Handles animal issues for the Senator

Mitchell Lee
Legislative Correspondent
Senator Gillibrand
Reason for Invitation: Handles agriculture issues for the Senator

Nick Malatesta
Policy Adviser
Senator Hassan
Reason for Invitation: Handles agriculture issues for the Senator

Jakob Lindaas
Legislative Assistant
Senator Heinrich
Reason for Invitation: Handles animal issues for the Senator

Emily Hartshorn
Legislative Correspondent
Senator Heinrich
Reason for Invitation: Handles animal issues for the Senator

Jen Burks
Senior Policy Adviser
Senator Hirono
Reason for Invitation: Handles agriculture issues for the Senator

Evan McWalters
Legislative Assistant
Senator Kaine
Reason for Invitation: Handles animal issues for the Senator

Cole LaCroix
Legislative Assistant
Senator Lee
Reason for Invitation: Handles animal issues for the Senator

Graham Mason
Legislative Director
Senator Lujan

Reason for Invitation: Handles animal issues for the Senator

Jared Henderson
Senior Adviser, Agriculture Policy
Senator Lujan

Reason for Invitation: Handles agriculture issues for the Senator

Paige Rodrigues
Legislative Aide
Senator Markey

Reason for Invitation: Handles animal issues for the Senator

Tara Wilson
Legislative Assistant
Senator Markey

Reason for Invitation: Handles agriculture issues for the Senator

Alex Swanson
John A. Knauss Sea Grant Fellow
Senator Markey
Reason for Invitation: Handles agriculture issues for the Senator

Hannah Vogel
Policy Advisor
Senator Markey
Reason for Invitation: Handles agriculture issues for the Senator

Josh Sanders
Legislative Assistant
Senator Menendez
Reason for Invitation: Handles animal and agriculture issues for the Senator

Serena Baserman
Legislative Correspondent
Senator Merkley
Reason for Invitation: Handles animal issues for the Senator

Caitlin Buchanan
Policy Adviser
Senator Merkley
Reason for Invitation: Handles agriculture issues for the Senator

Matt Robinson
Legislative Assistant
Senator Murkowski
Reason for Invitation: Handles animal issues for the Senator

Karen McCarthy
Senior Legislative Assistant
Senator Murkowski
Reason for Invitation: Handles animal issues for the Senator

Liam McEnroe
Legislative Correspondent
Senator Murphy
Reason for Invitation: Handles animal issues for the Senator

Emily Smith
Policy Adviser

Senator Murphy
Reason for Invitation: Handles agriculture issues for the Senator

Hart Clements
Deputy Legislative Director
Senator Murray
Reason for Invitation: Handles animal and agriculture issues for the Senator

Claire Williams
Legislative Correspondent
Senator Padilla
Reason for Invitation: Handles animal issues for the Senator

Jacob Huls
Correspondence Director/Legislative Aide
Senator Padilla
Reason for Invitation: Handles agriculture issues for the Senator

Zach Bennett
Legislative Counsel
Senator Paul
Reason for Invitation: Handles animal issues for the Senator

Callum Case
Legislative Assistant
Senator Paul
Reason for Invitation: Handles agriculture issues for the Senator

Jackie Miech
Legislative Assistant
Senator Reed
Reason for Invitation: Handles animal issues for the Senator

Rachel Mitnick
Legislative Assistant
Senator Reed
Reason for Invitation: Handles agriculture issues for the Senator

McKenna LeVitt
Legislative Correspondence Manager
Senator Rosen
Reason for Invitation: Handles animal issues for the Senator

Kelly Riddle
Deputy Legislative Director
Senator Rosen
Reason for Invitation: Handles agriculture issues for the Senator

Connor Tomlinson
Legislative Assistant
Senator Rubio
Reason for Invitation: Handles animal issues for the Senator

Wesley Armstrong
Legislative Correspondent
Senator Rubio
Reason for Invitation: Handles agriculture issues for the Senator

Katie Skinner
Legislative Correspondent
Senator Sanders
Reason for Invitation: Handles animal issues for the Senator

Liam Fagan
Legislative Assistant
Senator Sanders
Reason for Invitation: Handles agriculture issues for the Senator

Shannon Mills
Legislative Assistant
Senator Schatz
Reason for Invitation: Handles animal and agriculture issues for the Senator

Christie Kimura
Legislative Correspondent
Senator Schatz
Reason for Invitation: Handles agriculture issues for the Senator

Annie Daly
Legislative Aide
Senator Schumer
Reason for Invitation: Handles animal and agriculture issues for the Senator

Erica Anhalt
Senior Legislative Assistant
Senator Shaheen
Reason for Invitation: Handles animal and agriculture issues for the Senator

Chris Phalen
Policy Advisor
Senator Sinema
Reason for Invitation: Handles animal issues for the Senator

Sylvia Lee
Policy Advisor
Senator Sinema
Reason for Invitation: Handles animal issues for the Senator

Peter Engel
Legislative Aide
Senator Smith
Reason for Invitation: Handles animal issues for the Senator

Adam Schiff
Agriculture Legislative Assistant
Senator Smith
Reason for Invitation: Handles agriculture issues for the Senator

Shelby Davis-Prettiman
Legislative Assistant
Senator Van Hollen
Reason for Invitation: Handles animal issues for the Senator

Anahita Dhungel
Special Assistant
Senator Warner

Reason for Invitation: Handles animal issues for the Senator

Micah Barbour
Senior Policy Adviser
Senator Warner

Reason for Invitation: Handles agriculture issues for the Senator

Hayes Meredith
Legislative Correspondent
Senator Warnock

Reason for Invitation: Handles animal issues for the Senator

Cydney Karlins
Legislative Assistant
Senator Warnock

Reason for Invitation: Handles agriculture issues for the Senator

Beth Pearson
Legislative Director
Senator Warren

Reason for Invitation: Handles animal issues for the Senator

Prerna Bhat
Legislative Aide
Senator Warren

Reason for Invitation: Handles agriculture issues for the Senator

Zain Walker
Legal Fellow
Senator Warren

Reason for Invitation: Handles agriculture issues for the Senator

Jeff Van Oot
Legislative Assistant
Senator Welch

Reason for Invitation: Handles animal issues for the Senator

Mariah Pfleger
Legislative Assistant
Senator Whitehouse

Reason for Invitation: Handles animal issues for the Senator

Zoe Wong
Fellow
Senator Whitehouse

Reason for Invitation: Handles agriculture issues for the Senator

Senator Kaine (Farm is in Virginia)
Senator Warner (Farm is in Virginia)
Senator Cardin (Farms are in Maryland)
Senator Van Hollen (Farms are in Maryland)

Agenda

- 9:15 AM: Leave U.S . Botanical Gardens, 100 Maryland Ave SW, Washington, DC 20001 to head to Georges Mill Farm at 11873 Georges Mill Rd, Lovettsville, VA 20180
 - Tour participants will be traveling with a few farmers and issue experts, including Craig Watts of the Socially Responsible Agriculture Project, Kara Shannon and Adam Mason of the American Society for the Prevention of Cruelty to Animals, Jake Davis of Local Root Strategies, Greg Gunthorp of Gunthorp Farms, Samantha Gasson of Bull City Farms and Food Animal Concerns Trust, Dan Honig of Happy Valley Meat, Ben Lilliston of the Institute for Agriculture and Trade Policy, Gabby Ross of Assateague Coastkeeper, and Patti Anderson of John Hopkins Center for a Livable Future. We expect conversations related to farming practices and the impact of government programs on farm success and growth to occur during travel to and between stops.
- 10:30 AM - 10:45 AM: Arrive at Georges Mill Farm
- 10:45 AM - 11:45 AM: Tour of Georges Mill Farm led by farmer Molly Kroiz
 - Tour participants will hear about the farm's history, animal welfare practices, dairy production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm. A few farmers from the area have also been invited to share their experiences about interacting with federal agencies.
- 11:45 AM: Leave for Open Book Farm at 6600 B Roy Shafer Rd, Middletown, MD 21769
- 12:15 PM: Arrive at Open Book Farm
- 12:15 PM – 1:00 PM: Tour of Open Book Farm led by farmer Mary Kathryn “MK” Barnet
 - Tour participants will hear about the farm's history, animal welfare practices, animal and crop production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm.
- 1:00 PM - 1:45 PM: Lite lunch and facilitated conversation at Open Book Farm
 - ASPCA staff will facilitate conversations with the farmers and issue experts named above, as well as Lea Howe of DC Greens. They will connect the dots between government programs and agencies like those administered by USDA and the food system they help create.
- 1:45 PM: Leave for Holterholm Farms at 5903 Holter Rd, Jefferson, MD 21755
- 1:55 PM: Arrive at Holterholm Farms
- 1:55 PM - 2:45 PM: Tour of Holterholm Farms led by farmer Ron Holter
 - Tour participants will hear about the farm's history, animal welfare practices, dairy production methods, and experience navigating the marketplace and reaching consumers. The farmer will highlight government-administered programs utilized to support the farm. Holterholm Farms is also a member of the Organic Valley Dairy Cooperative. Organic Valley representatives Mat Haan, the PA-Mid Regional Pool Manager, and Gerry Cohn, the East Division Pool Manager, will also be in attendance to share the collective experience of their members through a nationwide supply chain.
- 2:45 PM: Leave to return to DC
 - On the bus, farmers Craig Watts (Socially Responsible Agriculture) and Greg Gunthorp (Gunthorp Farms) will share how their experience raising animals in other types of production systems is similar or different from those at the three farms visited on the tour.
- 4:30 PM: Arrive back at U.S . Botanical Gardens, 100 Maryland Ave SW, Washington, DC 20001

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☒ Yes ☐ No

Expense Change	Revised Amount	Explanation
Misc. Expenses	\$0.00	Actual prorated expenses: Meals \$41.34 Transportation (bus rental): \$80.41
Misc. Expenses	\$0.00	Prorated expenses not included in original filing: Tent/tables/chairs/linens rental: \$26.58 Portable restroom rental: \$4.65

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation: Invited issues experts Greg Gunthorp, Samantha Gasson, Ben Lilliston, Gabby Ross, and Patti Anderson were unable to join the tour. Reana Kim replaced Lea Howe.

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation: There were no additional changes to the pre-approved trip.